

Packing List

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Shipment Details

Shipment Reference Number: [Reference Number]

Carrier: [Carrier Name]

Estimated Delivery Date: [Delivery Date]

Contents of Shipment

Item No.	Description	Quantity	Weight (kg)
1	[Item Description]	[Quantity]	[Weight]
2	[Item Description]	[Quantity]	[Weight]

Special Instructions

[Any special instructions regarding the shipment]

Thank you for your business!

Sincerely,

[Your Name]

[Your Company Name]

[Your Contact Information]